

# CITY OF MILWAUKIE

## **CLASSIFICATION: HUMAN RESOURCES SPECIALIST**

Department: Human Resources

FLSA Status: Nonexempt

Pay Grade: 20

Union Representation: Non-Represented

## **CLASSIFICATION SUMMARY:**

Performs technical and professional duties associated with Human Resources and provides administrative support to the City Manager. The duties include working with employee recruitment and selection, benefits, workers compensation, maintenance of personnel records and employee information, and the City's classification plan.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)*

1. Provides customer service to public and employees both in person and on the phone; provides Human Resources related information to the public and employees. Explains recruitment process to applicants and benefits and workers compensation information to employees in addition to other Human Resource policy and procedure related information.
2. Administers recruitment activities including preparing job announcements and advertisements, arranges and assembles all specialized examination materials; coordinates logistics of recruitment and selection process, maintains recruitment and selection statistics, screens applications and enters data into HRIS system.
3. Communicates directly with insurance carriers to resolve issues concerning employee benefits and workers compensation.
4. Prepares and processes a variety of documents including invoices, workers compensation forms, applications, personnel action forms, and benefits etc.
5. Maintains personnel records in compliance with City policies and State and Federal laws.
6. Compiles and tabulates information for special research projects and maintains statistical data for EEO and Affirmative Action filing.
7. Develops and maintains databases for tracking departmental and program information.
8. Responds to requests for salary surveys and gathers data for salary surveys, compiles and analyzes results.
9. Assists and acts in a confidential capacity to the Human Resources Director in collective bargaining and grievance administration, prepares notes for negotiations, prepares proposals and/or financial information.
10. Works closely with Payroll to verify accuracy of employee information and deductions, payroll accruals, sick leave, absences, and other necessary records.
11. Reconciles and balances month end deductions to payroll.
12. Conducts new employee orientation and ensures proper completion of required forms and maintains identification badge system.

## **HUMAN RESOURCES SPECIALIST**

13. Coordinates the office operations developing office procedures, forms, and inventories and orders equipment and supplies.
14. Performs a variety of data entry functions including maintaining employee data on the City's HRIS system, proofs data for accuracy and completeness.
15. Coordinates wellness and recognition committees and activities for the City
16. Develops safe work habits and contributes to the safety of self, co-workers, and the general public of the City.
17. Contributes to a positive team atmosphere at the City.
18. Performs assigned duties during an emergency.
19. Performs other duties as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Practices and principles of human resources management and related laws.
- Law and regulations governing human resources management.
- Practices and principles of public administration.
- Basic arithmetic and mathematics principles.
- English grammar, spelling and usage.
- Modern office practices and standard accounting and office equipment including computer systems and their application to municipal accounting and fiscal management.

#### **Skills and Abilities to:**

- Participate on a team and in a team environment.
- Apply internal and external customer service skills.
- Organize and maintain a centralized personnel records system
- Perform the assigned duties of the position.
- Operate office equipment and a variety of word processing and software applications.
- Administer employee related insurance including worker compensation, medical insurance and other components of employee benefit packages.
- Respond to basic employee questions regarding personnel policies and procedures.
- Create documents in Word, Excel, Access and other job specific operating systems.
- Gather and analyze information and determine appropriate action.
- Maintain filing and record keeping systems.
- Prepare narrative and statistical reports, correspondence, and records.
- Maintain confidentiality of information.
- Learn, apply, and explain the City and departmental policies and procedures.

### **Required Education, Training and Experience**

*(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)*

## **HUMAN RESOURCES SPECIALIST**

- Bachelors' degree in Human Resources, business administration, public administration or related field.
- Two (2) years of experience related to Human Resources

### **Licensing/Special Requirements:**

- Successfully pass the background checks and screening requirements of the City.
- Requires the possession of a valid driver's license or an acceptable alternative method of transportation, which allows the incumbent to perform the duties of the position.

### **SUPPLEMENTAL INFORMATION:**

#### **Tools and Equipment Used:**

- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; Computer software including MS based word-processing and spreadsheets.

#### **Supervision:**

- This position works under the direction and supervision of the Human Resources Director.
- This is not a supervisory position; however, it may provide lead worker direction to temporary and part-time clerical staff.

#### **Working Conditions:**

*(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)*

- Work is performed mostly in office setting.

***The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

#### **Classification History:**

Adopted: 07/15/08

Revised: 11/8/21